

Position Description (PD) for Yucca Mountain Lead Lab Activities

Position Description Number	YM033	
Creation Date of PD	07/06/06	
Job Title	Administration Generalist (Exempt)	
SNL Dept Name	Organizational Assurance & Operations	
SNL Org Number (or TBD)	06033	
Number of Openings	2 (1-Communications, 1-OCRWM Requirements)	
Description of Position	Performs as a generalist a combination of administrative tasks which necessitate considerable use of tact and discretion in such functional areas as property, space planning, human resources, and others. Develops methods of communications, customer initiatives, and statistical reporting to meet organizational needs. Participates in programmatic reviews and special projects. Represents organization on administrative matters. Interprets, advises management, and recommends actions regarding company and internal administrative policies and procedures and other matters of consequence.	
Required Skills & Experience	The successful candidate must be results oriented and able to work independently (or as part of a team) and responsibly in a fast paced, large volume, constantly changing environment. Demonstrated excellence in providing proactive, insightful customer service, multi-tasking and prioritizing work to assure both urgent and important tasks are completed, analyzing and presenting information; developing solutions and making appropriate decisions; and teaming with coworkers and customers is required. Excellent written and verbal communications skills are a must. Proficiency in the use of Microsoft Office tools and data analysis is required. Technical savvy in adapting to new applications, processes and systems will be critical in this role.	
Desired Skills & Experience (if applicable)	Experience and understanding of the Yucca Mountain project. Understanding and experience with formal process quality principles (ex: 6-sigma).	
Required Education (Degrees & Levels)	A bachelor's degree in Business Administration or other related field.	
Desired Education (Degrees & Levels - if applicable)	An advanced degree in Business Administration or other related field.	
Full Time Position? (Y/N)	Y	
Job Requires lifting 35+ Pounds (Y/N)	N	
Desired Start Date	10/1/06	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)
Y	Y (from LV)	N

Please Select All Related WBS Elements for this PD
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.01	Name	X
1.5.01.01	Project Management	X
1.5.01.05	Compliance Management	X
1.5.01.09	General Project Services	X
1.5.01.13	Communications/Intergovernmental Relations	X

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